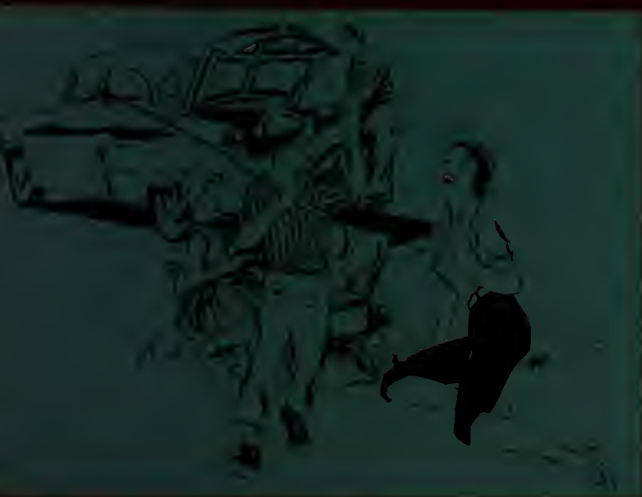


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# Guidelines for A Summer Recreation Program



No. 11

March 1970

GEORGIA RECREATION COMMISSION

270 Washington Street, S.W.  
Atlanta, Georgia 30334

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## W H Y   R E C R E A T I O N   I S   I M P O R T A N T ?

1. Recreation is growing in importance day by day. All social changes in our community point to this fact.
2. Recreation takes its place along with health, education, work and religion as one of the five essentials that affect personality development and sense of well being for every individual as well as for every community .
3. Wherever a lack of wholesome recreation opportunities exists, individual and community problems increase as a result of the misuse of leisure.
4. The need for recreation and the benefits from recreation are constantly increasing. Even a casual look at the social changes in a community indicate this fact.
5. The uses of recreation as a positive force in individual development and as a preventive force (such as in juvenile delinquency) is recognized.
6. Recreation contributes to and strengthens the fundamental social institutions such as the family, church, school, community and the state.
7. Recreation is a powerful economic force, estimated at a national 83-billion-dollar business, and constantly growing. It is an employer of people, the producer of goods and a consumer of goods.



## I N T R O D U C T I O N

Many requests have come to the office of the Georgia Recreation Commission for aid in both the planning and operating of a summer program of recreation; therefore, the Commission has prepared in cooperation with leading recreation consultants this publication to help those communities and individuals interested in providing a full and varied program of recreation activities to meet the needs of all. The publication is designed primarily for small communities in Georgia without professional recreation leadership. The publication is designed to provide helpful guidelines in the five (5) major aspects of organizing a community recreation program. These are:

1. MANAGING AUTHORITY - the committee or group having charge of the program.
2. FINANCE - the money necessary to operate the program and where it is to come from.
3. LEADERSHIP - persons responsible for directing the program and guiding it.
4. FACILITIES - play areas, buildings, equipment, etc.
5. PROGRAM - the activities and events to be conducted to provide leisure opportunities for all.

These five major aspects are closely interrelated and interdependent. Most communities do have facilities that can be adapted for various types of recreation use. Most communities have individuals with various talents that can be utilized in the recreation program. The important factor to remember is that each of the five named factors must be combined to provide an effective program.

The Georgia Recreation Commission believes that a community may successfully use this publication as a guideline and the consultative services of the Commission in establishing a successful and varied recreation program for the community. It is important to remember that each community is different and thus the guidelines must be adapted to the local situation.

## A PHILOSOPHY OF RECREATION



In planning for a community recreation program it is very important to first of all consider why organized recreation programs should be provided, who will be served by the programs, and what the community expects to accomplish with the program. Furthermore, these decisions, which constitute the local community's philosophy of recreation, should be written down and officially adopted as purposes and objectives of the recreation program.

Examples of purposes and objectives, which amount to extending the recreation philosophy into the program, are as follows:

### PURPOSE

The purpose of a community recreation program is: to provide all the citizens of the community opportunities during their leisure for enjoyment that gives a sense of satisfaction: to provide a change of pace that brings refreshment

to the individual; to provide a variety of activities that spans all age groups from pre-school to retired, and contains both active and quiet activities. These recreation activities must be wholesome, constructive and socially acceptable.

### OBJECTIVES

The recreation program should:

1. Meet the needs of individual and group participants.
2. Involve participants in program planning.
3. Be diversified, providing for as many different interests as possible.
4. Provide an equal opportunity for all citizens to participate, regardless of race, creed, economic or social condition.
5. Be offered at a variety of times so that no one will be completely deprived of an opportunity to participate in an activity.
6. Make maximum use of community facility and personnel resources.
7. Insure that quality leadership is available.
8. Provide for the health and safety of participants.
9. Be evaluated periodically to insure that the program is serving the purpose and meeting the objectives for which it is intended.



## GENERAL ADMINISTRATION

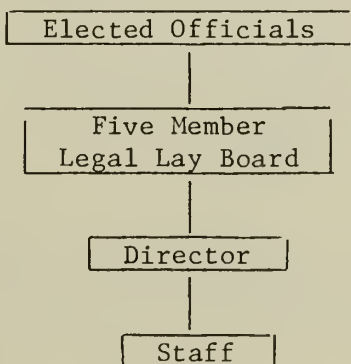
The administration of any recreation program, large or small must have sound administrative guidance in order to fulfill its function. The summer recreation program is no exception to this rule. The city or county officials, civic club leadership, church groups or other interested citizens must take the initiative in organizing a sound recreation program. The spark to start the program for all the citizens of the community must begin this way.

Organization - The type of administrative organization will depend largely upon the group initiating the program. Various types of administrative recreation organizations exist in Georgia. A number of these will be discussed.

### A. LEGAL RECREATION COMMISSION OR BOARD

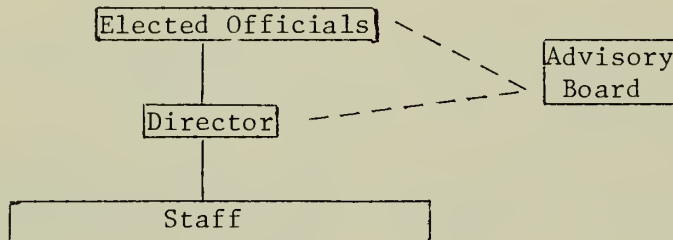
The Georgia Recreation Enabling Law is permissive legislation which permits city and county officials to appoint five outstanding lay persons to such a commission to administer their recreation program. This type of administrative organization is felt to be the best because it adds permanency to the program. Commission members serve for designated terms of office and without pay. The Recreation Commission is charged with the responsibility of:

- (1) Administering recreation funds
- (2) Employment of personnel
- (3) Establishing regulations for the programs



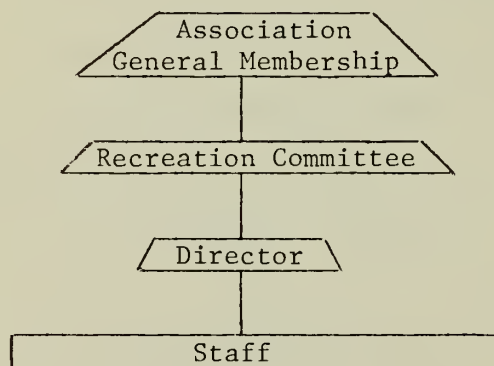
## B. ADVISORY RECREATION COUNCIL

In some instances public elected officials of the city or county may not desire to establish a legal recreation commission as permitted under state law. They may desire to be responsible for the program as a group (city council or county commissioners) and to establish an advisory recreation council of interested citizens. It would be the responsibility of the council to advise the elected officials of the program needs and to serve in a consultative capacity. The advisory council has no legal status to administer public funds or employ personnel for the program.



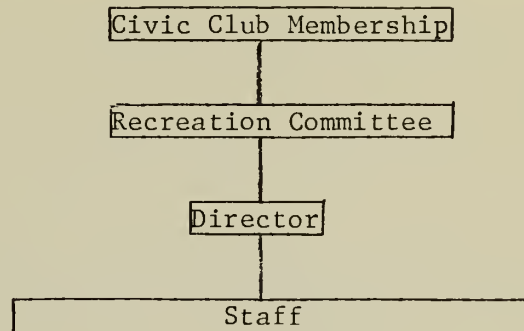
## C. COMMUNITY RECREATION ASSOCIATION

The community recreation association would be a community-wide organization formed by individuals interested in providing recreation opportunities for citizens of the community. Membership in the association would be on an annual basis and for a designated membership fee. The members of the association would elect from its membership officers and trustees to direct the operation of the program. It would be their responsibility to act in an administrative capacity for the association.



#### D. CIVIC CLUB RECREATION COUNCIL

In some instances leading civic clubs of a community will join together to form a recreation council to sponsor the summer recreation program. The administrative council is composed of the club presidents or their designated representatives.



Regardless of the organizational method used, if a program is to succeed it must have the support of dedicated men and women of the community -- individuals who desire to see the community advance through a well-rounded recreation program for all its citizens.

Each organizational method requires the group responsible for the program to establish written policies and procedures to govern its operation. This includes the adoption of by-laws and budget. (See appendix for sample by-laws.)

GET THE FACTS RIGHT!!



Determining the types of records which should be kept by a recreation director for a summer program is based entirely upon how such records will be used. The type of records kept will vary from community to community but the following specific records should be kept by the recreation director.

- A. Registration form for playgrounds, athletic leagues, teen club programs, special events and others.
- B. Attendance records should be kept where applicable.

- C. Accident reports are a definite must for any recreation program. The accident report should form the basis for the official record of an accident and the facts surrounding it. Such a report, to be accurate and meaningful, should be completed immediately and filed with the proper authorities.
- D. Records must be properly maintained for all fees and charges paid to the department. These records are the official statement of income to the department from all sources.

The importance of keeping accurate records cannot be over emphasized. The accurate results of these records may mean an increase in the recreation appropriation or the evidence in a law suit as a result of an accident.

Get the facts right!! Be safe.



## F I N A N C E

The administrative board or council should secure adequate financing for the entire summer program. It is difficult if not impossible to adequately plan without sufficient funds available for the summer program. In fact, the Georgia Recreation Commission is of the opinion that unless adequate funds are available to sustain the entire summer program successfully it is better not to begin such an endeavor.

Without a doubt the most expensive item in the recreation budget will be the salaries for personnel. This is as it should be for the success of the program will depend upon the quality of individuals selected to direct the program.

Sources of income for operation of the summer program may be derived from: (a) public tax funds (b) donations (c) fees and charges for activities and (d) special events. A special membership drive on a community-wide basis may prove valuable in securing funds for operating the program.

To be of significant service to the community desiring to initiate a summer recreation program, the area of finance is developed further:

A. PUBLIC TAX FUNDS:

The city and county governments are permitted under the State Recreation Enabling Law to appropriate public tax funds for recreation purposes. These funds may be used to employ recreation personnel, purchase equipment, purchase and development of areas and facilities or most other expenses incurred in the operation of a recreation program. Such funds may be made available to a legal recreation commission for use or disbursed at the discretion of the local governmental officials.

In the case of public funds being used for recreation, the program must be available to all citizens of the community.

B. DONATIONS:

Regardless of the type of administrative organization, the governing board may accept donations from industry, companies, clubs and individuals for the support and operation of a summer recreation program. Caution is urged in attempting to operate any summer recreation program strictly from donations. This method of finance many times does not insure adequate financial backing for the type of recreation program desired by the citizens of the community. Donations, however, may prove to add substantially to a recreation program financed by public tax funds.

C. FEES AND CHARGES

Revenue may be derived for the recreation program by initiating a membership fee, team fee, registration fee or a fee for participation in the particular activity of the program. Once again, caution is urged in attempting to finance a summer program from this source alone. High fees and charges may prevent participation by individuals who need the program most. Most successful programs, full time or part-time find it necessary to charge a small fee for materials used in the arts and crafts program, admission to swimming areas, etc. These agencies, however, do not base their entire programs upon this means of financing.



D. SPECIAL EVENTS

Special events provide a source of supplementary income for the recreation program. Examples of special events which may provide additional income include:

Dance Benefits - Informal record dances after Friday or Saturday night games on the home gym floor provide after-game social benefits, creates goodwill between home and visiting teams and is profitable.

- Womanless Wedding - By members of the varsity athletic teams or civic clubs. Script can be obtained from Bakers Playhouse, Boston, Massachusetts.
- Slumber Party - Annual slumber party for girls with tickets at 35¢ pays off. Bring own bedding and sleep on the floor. Chaperons selected from mothers and teachers. Hold on Friday night with entertainment and refreshments.
- Footsketball Game - At the close of the season have the football players play basketball. The line plays the backs, wearing different colored football jerseys. Coaches act as referees without too strict application of the rules.
- Benefit Party - Ask the mother of each member of the athletic squad to serve a luncheon or a dessert bridge party and invite ten guests at \$1.00 each.
- Sox Dance - Hold a shoeless dance in gym with admission charge based on the length of foot at a nickel per inch.
- Beauty Contest - Individuals charged one cent or more per vote:



#### RECREATION LEADERSHIP

Recreation programs can be conducted almost anywhere if good leadership is available. Recreation leadership has changed considerably in the last half century. The professional recreator in the early days of the movement tended to concentrate his efforts on providing activities for children. This is a far cry from what recreators are doing today. The recreation leader must be a very versatile individual in that he must make provision to meet the recreational needs of the entire community. He must manage a wide range of facilities and provide many interesting activities for all age groups and for both sexes.

The ideal recreation leader should have a dynamic, energetic personality, He should be cheerful, patient, tactful, friendly, fair, and understanding. He must also be firm in discipline and strict with regards to rules.

Suggested qualifications for your summer recreation director are:

- (1) graduation from a recognized college with a Bachelor's Degree in Recreation or a related field or the equivalent in experience.
- (2) sufficient skill in and appreciation for activities conducted in the summer program; a practical knowledge of the organization of activities, especially athletic leagues, tournaments, demonstrations, dramatic productions and various types of wholesome entertainment; ability to work intelligently with participants of all ages; ability to secure effective use of staff ability and to select and instruct volunteers; a knowledge of first aid; must be a good mixer with others.

Summer recreation programs can often secure adequate leadership from within the local community. Individuals with seasonal employment such as school teachers may possess the background necessary for the position with both the ability and philosophy which would make for a capable recreation leader.



## FACILITY RESOURCES

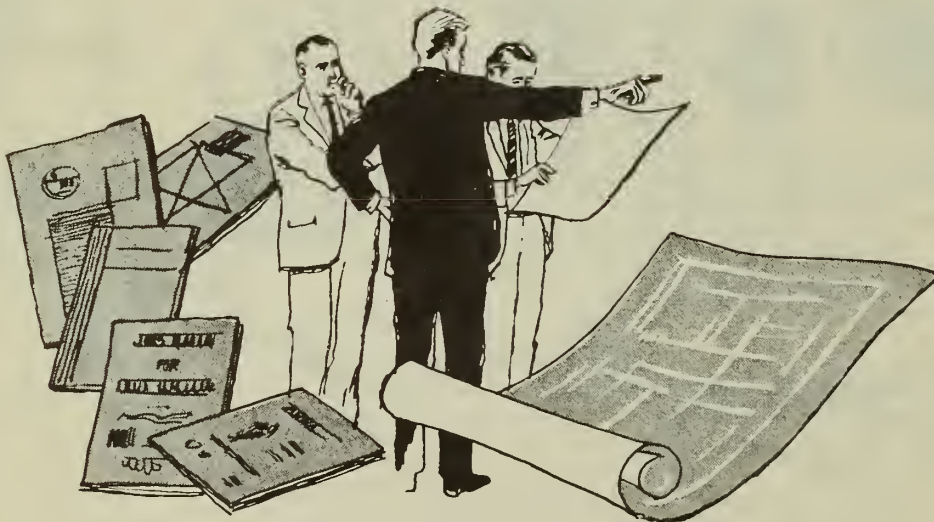
There are many facilities in every community that can be used for recreation activities. When recreation facilities are mentioned, most people think of football, baseball and softball fields or swimming pools. These are specialized facilities and can usually be found on school grounds. Other school facilities which could be used for recreation activities are the playgrounds, industrial arts shops, home economics labs, music rooms, and arts rooms.

Many libraries, churches, or public buildings have rooms that can be used for club or hobby groups to meet.

Public squares, church grounds, county fair grounds and the like can be used for special events such as a Fourth of July celebration as well as regularly scheduled activities.

An empty warehouse or barn might be used for social activities such as square dancing, folk dancing, a teen club, or be used as an indoor archery range, for rifle safety class for boys and girls using air rifles, or fly casting lessons.

In short, most communities have many facilities that can be used for recreation purposes when you use imagination and can adapt to certain conditions. These facilities are usually available for organized activities under proper leadership.





SURVEY YOUR COMMUNITY  
FOR  
PRESENT AND POTENTIAL RECREATION PROGRAMS AND FACILITIES

Get a city map. If possible, get a person who is thoroughly familiar with the community to go with you on a tour of the community.

Become familiar with all areas, facilities, and equipment for which you are directly responsible. Analyze the present and potential use. What would be required in supervision? Maintenance?

Then look for: vacant lots; public building which might be used part-time or full-time for recreation (such as armory, churches, schools, etc.); present and proposed areas and facilities designated for recreation.

Place these on the map and properly identify each area (by color).

Find out: Who manages the facility now? Who owns it? What is present schedule of use? What is required to make it an acceptable recreation facility? (Be specific and get details: Prices, labor, materials, etc.) What would be required to maintain it? Who would maintain it? Can it be used free of charge? If not, can it be rented or leased? How can you arrange for paid or volunteer leadership and/or supervision of the facility or area?

Become familiar with and adapt yourself to the economic and social structure of the community.

What is the population? Geographic distribution? Age distribution?

What are the geographical and economic neighborhoods? Make an overlay map showing these.

What are the major industries and sources of individual livelihood?

What are the financial resources of the community? Legal tax structure? Public utilities? Recreation tax? ABC revenue? Parking meters? What are the policies and precedents on contributions and gifts? What are the policies on charges and fees for recreation services.

What do local people do during their Leisure? Holidays, weekends, summer vacation?

What are the local traditions, customs, or activities which have special meaning to this community?

(A form for purpose is found in the Appendix)



## COMMUNITY CENTERS

A community recreation center can provide a home for all recreation activities that the citizens desire.

There are many buildings located in a community that might be easily described as a community center. Let's explore some possibilities:

- A. School buildings have many advantages as community centers. They are usually located in a desirable location and well equipped. People are familiar with their location and its large investment of public funds enhances its additional use after school hours. The auditoriums, gymnasiums, kitchen, classrooms, playground, and hobby shop make ideal settings for community recreation.
- B. City and County buildings are usually available and would add to the recreation program. Auditoriums, large meeting rooms, libraries may serve as a community center.
- C. Civic and service club facilities are found in many Georgia communities. In most cases these facilities are only used on specific days or nights and would be available at other times to serve as a community center. American Legions, Veterans of Foreign Wars post, Womens' Clubs building, and others may serve as an ideal summer community center.

It is important to stress that a summer recreation program should have a community center in which to plan activities and to serve as a "hub" of the entire program. The recreation director must use his initiative in securing such a facility. One exists in your community. Have you located it?

## COMMUNITY CENTER ACTIVITIES

### Arts and Crafts

Cooking  
Handicraft  
Metal Work  
Sewing  
Woodwork

### Athletics

Boxing  
Tumbling  
Wrestling  
Table Tennis  
Basketball

### Hobbies

Coins  
Stamps  
Model Airplanes  
Model Boats  
Nature  
Puzzles

### Club Meetings

Social  
Athletic  
Foresenic

### Special Activities

Library  
Home Nursing  
Bridge  
Socials  
Stunts  
Checkers  
Chess  
Entertainments

### Music

Glee Clubs  
Concerts  
Community Sings

### Dancing

Folk  
Rhythmic  
Social  
Tap

### Dramatics

Plays  
Skits  
Minstrels

Good public relations is a must to the recreation program. It is the responsibility of the Recreation Leader or a person designated by him to use all the mediums of public relations.

#### Newspaper - Radio

Write-ups of all local recreation activities should be provided for the local newspapers and radio stations. The articles should not only give the schedules of activities, scores of athletic activities but should be used to help build a sound attitude toward the recreation program. It is important to use names, action photographs to capture the attention of a wide audience.

#### Posters - Announcements

Attractive, well worded, up to date posters and announcements may add greatly to the publicity program. These should be placed in gathering places for teenagers, - community buildings, schools and merchants' windows. Photographs, cartoons and drawing give the posters eye appeal.

#### Personal Contacts

The Recreation Leader should take full advantage of personal contacts in publicizing the program. This may be done by talks to civic and fraternal clubs, P.T.A.'s, womens' clubs, through informal chats with leading citizens of the community. The Recreation Leader has to speak on recreation with enthusiasm.

#### Exhibitions and Demonstrations

The Recreation Leader may use exhibitions and demonstrations to acquaint the community with the various programs and instill an interest to participants in some of the activities offered in the program. Exhibitions such as art, crafts, demonstrations of outstanding athletic or musical talents impress the general public.

Films and slides provide opportunities to see techniques and performances by professionals. Youngsters particularly are impressed with activities conducted either by film or live demonstration of outstanding athletics.

The most important phase, however, of a successful public relations program is a well-rounded recreation program for all the citizens of the community.

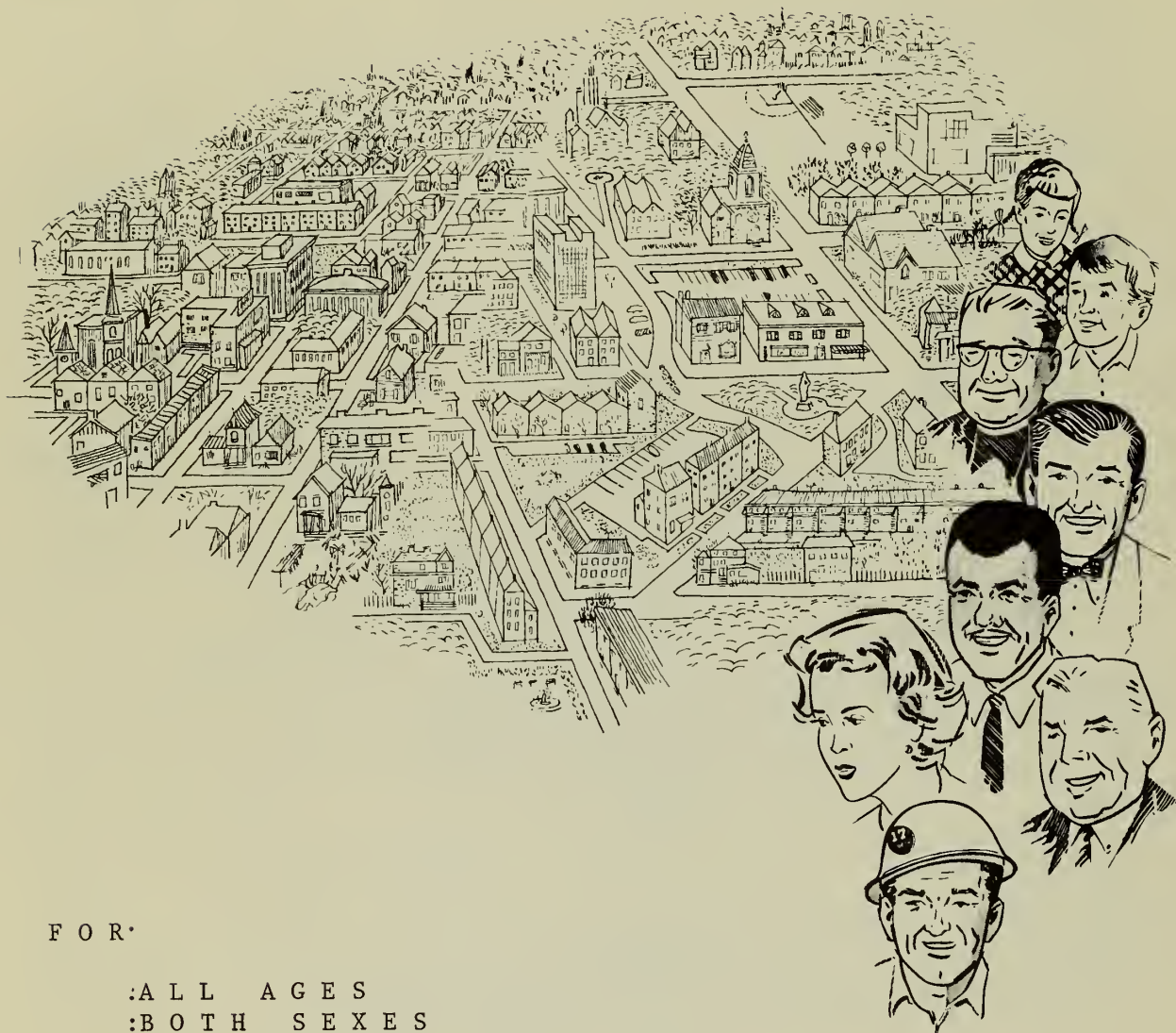


# PUBLIC RELATIONS CHECK-LIST

<u>PUBLICIZE</u>	<u>COOPERATE</u>	<u>INFORM</u> - <u>INTERPRET</u> <u>ACQUAINT</u> - <u>PREPARE</u>	<u>CONDUCT</u> - <u>IMPROVE</u> <u>ENLIST</u>	<u>ADD</u> <u>YOUR</u> <u>OWN</u>
<u>Through:</u>	<u>With:</u>	<u>Inform Public About:</u>	<u>Conduct</u>	<u>Constant Improvement of:</u>
Newspapers	Staff Personnel	Activities-Extent	Workshops	
Posters	Participants	and Variety	Conferences	
Radio	Community Advisory Committee	Facilities	Institutes	Self
Movies		Services	Conventions	Staff
Telephone	Public Agencies	Accomplishments	Departmental Meetings	Program
Public Address Systems	Private Agencies	Needs	(Business and Social)	Publicity
Speeches	Governmental		Tours	Facilities
Books	Contacts		"Extras"	Services
Bill Boards		<u>Interpret:</u>		
Bulletin Boards		Objectives	<u>Enlist,</u>	Attractive
Folders		Functions	<u>Volunteer</u>	Maintenance
Hand Bills		Purposes	<u>Services,</u>	and
Person-to-Person		Values	<u>Guests:</u>	Improvement,
Meetings				Buildings
Conferences				and
Conventions				Grounds
Exhibits		<u>Acquaint-Encourage</u>	Activity	
Demonstrations		<u>Recognition of</u>	Directors	
Photography		<u>Personal Achievement</u>	Speakers	
			Entertainers	
<u>Publicity Must be:</u>		<u>Prepare Public For:</u>		
Planned		Change		
Constant		Expansion		
Well-timed		Needs		
Honest		Proposals		
Informative				
Clear and Concise		<u>Methods:</u>		
Interesting		Surveys		
Direct		Lending Program Assistance		
Dramatic		Joint Recreation Conference		
		Advisory Council		
		Joint Scheduling		
		Sharing Facilities		
		Exploiting New Fields		
		Common Action Against Unwholesome Activities		
		Use of Existing Agencies		

# RECREATION PROGRAMMING

SHOULD BE:



FOR:

- :ALL AGES
- :BOTH SEXES
- :ALL RACES
- :PROGRAM OF ACTIVITIES
- :ADEQUATE FINANCES
- :ADEQUATE AREA AND FACILITIES
- :GOOD LEADERSHIP

## RECREATION PROGRAMMING

### A. BASIC REQUIREMENTS IN PROGRAMMING -

Regardless of the community, there are certain basic needs that must be considered in developing a recreation program. These basic needs evolve in the provision of the following opportunities to satisfy the common needs or urges of people both young and old in the pursuit of leisure time activities.

#### 1. THE OPPORTUNITY TO ENGAGE IN PHYSICAL ACTIVITY.

Activities that can be provided to satisfy this need for physical activity include: (1) team games, (2) dual games, (3) low organized games.

#### 2. THE OPPORTUNITY TO BE CREATIVE AND TO HAVE A FEELING OF ACCOMPLISHMENT.

Leadership and guidance in art and craft activities designed to the skill and ability of the individual will provide the opportunities to satisfy the creative urge.

#### 3. THE OPPORTUNITY TO SATISFY THE SOCIAL URGE.

People like to get together. Activities that can be included in the program to meet this need are: parties, family fun nights, picnics, club activities, community sings, festivals, etc.

## RECOMMEND PROGRAM CONTENT

### 1. AQUATICS

Aquatic activities should include the teaching of swimming and boating skills and safety as well as opportunities for recreational participation.

In communities where no public pool or beach is available, arrangements may be made for learn-to-swim classes to be taught at a private pool or motel pool, - other water impoundments, - adequately checked for safety.

The local American Red Cross Chapter can be of great assistance in securing instructional, safety and organizational materials.

Examples of aquatics activities are:

- learn-to-swim classes
- life saving classes
- competitive swim team
- recreational swimming
- canoeing classes
- rowing classes
- boating safety classes
- aquatic pageants

## 2. ARTS AND CRAFTS

Few other activities in the recreation program yield as direct, immediate, and lasting satisfactions to the individual as arts and crafts. Seeing an object take shape in one's own hands or transforming an idea into tangible form gives a person a satisfying sense of achievement. Through arts and crafts people may develop skills and hobbies which they can enjoy in their homes throughout their entire lives. They can make objects of usefulness and beauty, find outlets for their creative abilities, and relieve many of the nervous tensions of present day living. The field of arts and crafts represents one of the many outlets for human expression and serves as a form of release for the universally inherent desire to create --- however, no arts and crafts activity can remain static, but must provide continuously a chain reaction to new and increasingly significant fields of expression for the individual.

Unfortunately, in the past many arts and crafts programs never advanced past the paper or scrap stage. Many administrators failed to see the direct benefits that the arts and crafts programs offered to individuals who participated in the programs or it was felt that a quality program was much too expensive to involve the recreation department. However, recent surveys have shown that many well-established recreation departments are now emphasizing such activities and that almost all newly created recreation departments are placing major emphasis on the arts and crafts program.

Naturally, the key to a successful arts and crafts program lies in the directorship of a skilled and well-trained staff member. In instances where the services of a professionally trained leader to assume charge of this program are not available a search can be made of the community to seek out a talented, creative citizen to direct the activities of the program. Such a person could receive formal training at the state and regional level in almost all types of arts and crafts activities in various workshops and institutes. A quality program should result in either of these situations.

### 3. ATHLETIC ACTIVITIES

It is a proven fact that people more readily participate in activities or programs in which they possess some skill or interest. For example, the area of athletics affords opportunities for activities which appeal to all age groups and form an important part of the recreation program.

Many different types of athletic activities may be organized to fit the needs of all ages and both sexes. Some examples of athletic activities or leagues which may be organized during the summer are: youth softball, baseball, volley ball, and competitive swimming. Leagues and activities may also be organized for adults in the same sports.

To sponsor a wholesome athletic activity does not necessitate a large sum of money. The summer recreation director should organize the activity, secure voluntary coaches, make the schedule and secure umpires or other necessary officials. The program can begin on a small scale quite possible with four teams and increase as the popularity of the program grows. Uniforms may consist of colored T-shirts and caps with a sponsor's name on the shirt. In most instances, with proper management, sponsorship fees will cover the expense of the program.

Churches, civic organizations, business and private citizens may provide excellent sponsors for such programs.

The recreation director should be concerned with providing each individual desiring to play, an opportunity to do so. Additionally, he should secure or make provisions for insurance coverage for participants, schedule tournaments and special events for participants.

It has been found that well organized and supervised activities are conducive to other activities. In most communities, after a well rounded athletic program is established, other programs are forthcoming. The next program organized should be the one which meets the greatest evident need.

#### 4. CLUB ACTIVITIES

The director of the summer recreation program will find it to his advantage to use clubs in setting up an expanded program which reaches adults and youths. Of special value are craft, hobby and special interest; such as trout fly tying, model airplane or boat building, fly and bait casting, archery, horse-shoes, knitting, needlecraft, puppetry, chorus, etc. The leader should provide a place to meet, announcements of meetings, publicity, and any other assistance needed to make the club function. Volunteer leaders interested in the activity will usually serve as instructors and supervisors of club activity.

#### 5. CULTURAL ACTIVITIES

Culture too is involved with the enjoyment of life and is a recreation activity operating through one or many of what are called the fine arts: literature, music, dance, theatre and film, and the visual arts.

Examples of cultural programs that could be included as a part of the total recreation program are:

- drawing and painting classes
- art appreciation classes
- discussion and book review groups
- choral groups
- community orchestra or band
- guitar lessons
- square dance classes and/or club
- folk dance classes
- ballroom and social dance classes
- ballet and tap dance classes
- little theatre productions
- reader's theatre
- films for special interest groups
- crafts classes

#### 6. DAY CAMPING

The lure of mother nature is seen unmistakably in the boom of residential and day camping programs in the past few years. Nearly all prominent recreators have realized the appeal of relaxation and recreation in the rustic setting and have met this need through the incorporation into their program of lake-site day camping activities and in some instances residential camping. New

stress has been placed on the teaching of skills in recreational activities such as swimming, canoeing, archery, horseback riding, etc.

The same goals and objectives used for residential camps are used for day camps with some modification. The goals and objectives of a resident camp may be summarized as follows:

1. To develop a sense of at-homeness in the outdoors.
2. Education for the art of safe and healthful living in the outdoors.
3. Education for the constructive use of leisure.
4. Contribution to personality development.
5. Education for democratic groups and community living.
6. The development of spiritual meaning and values.

The day camping program can offer many of the same beneficial experiences to the camper as would the residential camp. It offers to the administrator several distinct advantages in that it can be accomplished with minimal expenditure and limited facilities compared to the residential camp. In addition, it offers to the cautious parents of the "first-time-around" camper the opportunity daily of assuring themselves of their child's welfare in the camping situation. It is often a convenience to working parents to have their children participate in a full day of scheduled programming. Most recreation departments make arrangements to provide transportation to and from the camp. The child experiences the opportunity to flee daily the encroachment of city living and experience the exhilaration of being a part of the still untamed great out-of-doors.

## 7. PLAYGROUND PROGRAM

There are many counties in Georgia which only sponsor a limited summer recreation program, and most often this program consists of athletic events for men and boys. If a community can only provide a recreation program on a small scale, major importance should be attached to the provision of a playground program for children which could also include activities for all members of the family.

The ideal playground program should be so designed as to make available a variety of enriching experiences together with wholesome activities. Emphasis should be concentrated on the needs of the elementary school-age child with limited programming for the pre-school child, teenager, and adult. The program should be directed by competent, skilled staff.

# SAMPLE PLAYGROUND PROGRAM OUTLINE

Week and Designation	Feature Events	Suggested Activities	Instruction Classes	Preparation for Coming week
1st week June 21-25 "Organization & Get Acquainted"	Get Acquainted Party Amateur or Variety Show	Register & Learn names of all children. Teach games-proper use of apparatus. Find junior & volunteer leaders	Craft: Popsicle	Plan community visits Plan program for July 4
2nd week June 28-July 2 "Patriotic"	July 4 Celebration Box Hockey Tournament	Visit daily in community. Interest neighborhood parents & encourage adult Participation. Organize interest groups into clubs & teams.	Craft: Waste-paper Basket	Decide on your Family Event. Determine with children the float theme & start preparation.
3rd week July 5-9 "Family"	Soapbox Derby Parade Kalah Tournament Community or Family Night	Stress the Family theme. Include theme in bulletin board posters, crafts and games.	Craft: Clay	Discover nature material in your area & study projects. Secure nature hobbyist as leader for the hike.
4th week July 12-16 "Nature & Pet"	Tetherball Tournament Nature Hike-Trip to the woods, park, zoo or Scavenger Hunt Pet Show	Start nature collection. Help children keep a list of birds, trees, etc. Post on bulletin board. Play nature games. Emphasize playground beautification.	Craft: Clay	Discover nature material in your area & study projects. Secure nature hobbyist as leader for the hike.
5th week July 19-23 "Frontier-land"	Horseshoes Tournament City-wide Sandcraft Contest	Have a song period each day. Stress working songs.	Craft: Sawdust	Discover dramatics talent. Create interest in and prepare for your dramatics program.

SAMPLE PLAYGROUND PROGRAM OUTLINE CONTINUED -

Week and Designation	Feature Events	Suggested Activities	Instruction Classes	Preparation for C. week
6th Week July 26-30 "Drama & Dance"	Table Tennis Tourney Dramatic Contest Presentation of skits & stunts Pantomine, Puppet Show	Dramatize children's stories. Try dramatic reading. Emphasize games with dramatics.	Craft: - Plaster of Paris	Talk up Sports Day. Stress the play & fun idea. Complete all tournaments for city finals.
7th Week August 2-6 "Games & Sports"	Local Sports Day Tournament Finals	Emphasize a different sport each day.	Craft: Cork & Wood	Prepare new or original craft projects. Complete - handcraft work for exhibition. Plan for Final
8th Week August 9-13 "Arts & Crafts"	Annual Arts & Crafts Exhibition City-Wide Final Program	Emphasize unique and individual craft. Encourage each child to have a special project. Use home material	Craft: Copper Tooling	Complete - arrangements for your local closing celebration. Publicize in the community.
9th Week August 16-20 "Finale"	Local closing celebration	Activities for this week left up to individual.	Craft: Flower Pot Candy Jar	Prepare for last staff meeting: 1. Alphabetize registration file. 2. Attendance Report. 3. Equipment & Supplies Report. 4. Leader's Evaluation Report of summer program.

## 8. SPECIAL ACTIVITIES

Development of special activities should take into account local community interests, historic events, and facility and personnel resources. If, for example, in the area an outstanding horse show is held, the recreation program might offer classes on riding, judging, or organizing and conducting a horse show.

Other special activities:

- fly tying  
fly fishing  
camping skills
- cooking  
back packing  
hiking  
knot tying  
use of compass
- nature and conservation activities
  - visiting recreation facilities
  - building a nature trail
  - identifying and labeling native plants, shrubs, and trees
  - visit stream channelization or lake construction sites with Soil Conservation Service
  - visit fish hatchery
  - build bird houses
  - plant a small area as a lawn
  - develop a small arboretum
- pet fairs  
doll shows  
bicycle rodeo  
hobby shows (coins, stamps, rocks, etc.)  
tournaments and contests  
handicraft exhibits  
folk dance festivals  
neighborhood or community picnics

## 9. PROGRAMS FOR SPECIAL GROUPS

CHURCHES - the recreation department can assist clubs by involving them in special projects, providing and assisting in locating programs, planning outings and in the organization of special events.

Civic and service clubs can be of significant help to the recreation department in providing volunteers, judges for special events, or financial assistance. Involving club members as volunteers or judges provides the individual members with a recreation experience for themselves while at the same time rendering a service to the community.

## ILL AND HANDICAPPED

The specific objectives of a recreation program for the ill and handicapped may be summarized as follows:

1. To provide opportunities for creative use of leisure for those handicapped individuals who are physically unable to participate in recreation activities with nonhandicapped groups.
2. To provide activities that assure each individual regardless of handicap a chance to participate actively, thereby encouraging him to accept his handicap and to establish a potential capacity for social integration in his own neighborhood or community.
3. To encourage various means of self-expression through adaptive recreation activities; and to provide instruction in the techniques and skills necessary for each individual to find satisfaction in recreation.
4. To provide a variety of opportunities for investigation and continued application of learning experiences -- to motivate each individual so he will discover his latent abilities and potentialities and develop interests and hobbies he may pursue during his leisure at home and throughout his life.
5. To foster the growth of independence and self-direction in each individual, regardless of his limitation, and to enlarge and deepen his personal interests so that he may live a more richly satisfying life.

## 10. SOCIAL ACTIVITIES

Older boys and girls, young adults and adults should be provided sufficient opportunities for social recreation activities.

Examples of such activities are:

- teen dances
- community sings
- parties
- festivals
- picnics



## PROGRAM RESOURCES

SUMMER PLAYGROUND NOTEBOOK may be secured from the National Recreation and Park Association, 1700 Pennsylvania Avenue, N.W., Washington, D. C., 20006. The cost of the publication is \$3.00 per copy.

Aquatic Information - SWIMMING AND LIFE SAVING INSTRUCTION may be secured by writing to: The American National Red Cross, Southeastern Area, 1955 Monroe Drive, N. E., Atlanta, Georgia, 30324.

ALL ABOUT RECREATION - A new \$1 guide to books on recreation, sports, arts and crafts, hobbies, games, nature and outing activities, wades through and digests the best publications available. Hundreds of books from all publishers are annotated. Write to the National Recreation and Parks Association, 1700 Pennsylvania Avenue, N.W., Washington, D.C., 20006.

PUT ON A BIKE HOLIDAY - Summer bike events are popular, require no special budget and a minimum of staff. Again we remind you that a free kit on how to prepare a Bicycle Holiday is available from Robert Cleckner, Field Director, Bicycle Institute of America, 3812 No. Lowell Ave., Chicago, Ill., 60641.

SPONSOR A REFLECTIVE TAPE SAFETY PROGRAM - For many years the Veterans of Foreign Wars have cooperated with local safety groups in sponsoring "Lite-A-Bike" campaigns during which reflective tape and prismatic-reflecting devices are affixed to bicycles free of charge. Request help from your local VFW or write for a kit of materials from Veterans of Foreign Wars, 34th and Broadway, Kansas City, Mo.

ORGANIZING A SENIOR CITIZEN BIKE CLUB - A newspaper Senior Citizen News, published by the Flint Recreation and Park Board, carried an interesting article "Senior Cyclists Roll" in its September issue. Request a copy from Wm. Slattengren, Recreation Dir., Room 301, City Hall, Flint, Mich.

QUAKER OATS COMPANY OFFERS HELP - The Quaker Oats Company is cooperating with recreation departments all over the country in conducting an Amateur Athletic Union Physical Fitness Pentathlon program. At the invitation of a local director, a representative of the company will assist in planning and conducting a program of activities including push-ups, pull-ups, standing broad jumps, for boys and girls age 6 to 18. The company furnishes all promotional materials, certificates of participation and valuable prizes. Full details can be obtained from Thomas P. Feeney, Sales Promotion Representative, 325 Hayward Street, Bridgewater, Mass.

CLEAN WATER -- IT'S UP TO YOU is designed as a guide for citizens who are interested in helping clean the Nation's waters. This free publication is available by writing the Isaac Walton League, 719 - 13th Street, N.W., Room 509, Washington, D.C., 20005.

Phillips Petroleum Company, with assistance from the National Park Service and the U.S. Forest Service, has published a booklet GUIDE TO YOUR NATIONAL FORESTS, PARKS, MONUMENTS, AND HISTORIC SITES. The Phillips Petroleum Company home office is located in the Phillips Building, Bartlesville, Oklahoma, 74003.

ATHLETIC FIELD AND COURT DIAGRAMs, may be secured from your Wilson Sporting Goods Company, 2233 West Street, River Grove, Illinois.

#### FILMS

PRESCRIPTION FOR BOATING SAFETY AND PLEASURE, film produced by Virginia Game Commission covers boating laws, safety equipment, loading, weather and rules of the road, may be obtained free for group showings by writing to Film Library, Box 1642, Richmond, Virginia 23213.

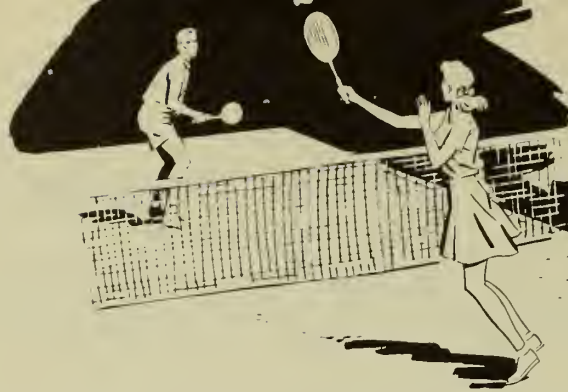
THE AMERICAN TRAIL, a 28-minute color film based on BOR's "Trails for America" report, received its first press showing at the Outdoor Writers Association of America annual meeting at Callaway Gardens, Georgia on June 26, 1968. The film was underwritten by Humble Oil Company, 800 Bell Avenue, Houston, Texas, 77002.

Films, slides and various athletic publications may be secured for a nominal charge from The Athletic Institute, Merchandise Mart, Room 805, Chicago, Illinois 60654.

Films on all subjects may be secured free of charge (transportation charge only) by writing to Modern Talking Picture Service, Inc., 714 Spring Street, N.W., Atlanta, Georgia 30308.

RECOMMENDED RECREATION RESOURCE BOOKS

- (a) COMMUNITY RECREATION - A GUIDE TO ITS ORGANIZATION. Fourth edition. Authors: Harold D. Meyer, Charles K. Brightbill, H. Douglas Sessoms. Publisher: Prentiss-Hall, Englewood Cliffs, New Jersey.
- (b) MUNICIPAL RECREATION ADMINISTRATION. Fourth edition. Publisher: The International City Managers Association, 1313 East 60th Street, Chicago, Illinois.
- (c) INTRODUCTION TO COMMUNITY RECREATION. Third edition. Author: George D. Butler, Publisher: McGraw-Hill Book Company, Inc. New York.
- (d) ADMINISTRATION OF PUBLIC RECREATION. Author: Lynn S. Rodney, Publisher: The Ronald Press, New York.
- (e) LEGAL LIABILITY OF CITIES AND SCHOOLS FOR INJURIES IN RECREATION AND PARKS. Author: Dr. Betty Van Der Smessen. Publisher: The W. H. Anderson Company, Cincinnati.
- (f) PLANNING AREAS AND FACILITIES FOR HEALTH, PHYSICAL EDUCATION AND RECREATION. Publisher: The Athletic Institute, Merchandise Mart, Room 805, Chicago, Illinois.
- (g) RECREATION IN AMERICAN LIFE. Second edition. Authors: Reynold E. Carlson, Theodore R. Deppe, Janet R. MacLean. Publisher: Wadsworth Publishing Company, Inc. , Belmont, California.
- (h) THE RECREATION PROGRAM. Publisher: The Athletic Institute, Merchandise Mart, Room 805, Chicago, Illinois.
- (i) TEACHING JOHNNY TO SWIM: The American Red Cross, Southeastern American Red Cross Office, 1955 Monroe Drive, Atlanta, Georgia 30324.
- (j) SWIMMING AND WATER SAFETY. The American Red Cross, Southeastern Area Headquarters, 1955 Monroe Drive, N. E., Atlanta, Georgia 30324



## SPACE REQUIREMENTS FOR GAMES AND SPORTS

The dimensions of the playing areas and the estimated amount of space required for the principal outdoor games and sports engaged in by young people and adults are given in the following table. Official dimensions have been adopted for some of the games listed, in which cases they have been indicated. These dimensions have generally been adopted by the national association sponsoring the particular sport but in some cases they are dimensions approved by the amateur Collegiate association. The Amateur Athletic Union rules differ slightly in the case of a few sports. There are no official rules and court or field dimensions for other games; the space requirements are merely approximate. Greater or less space may be provided, depending upon local conditions.

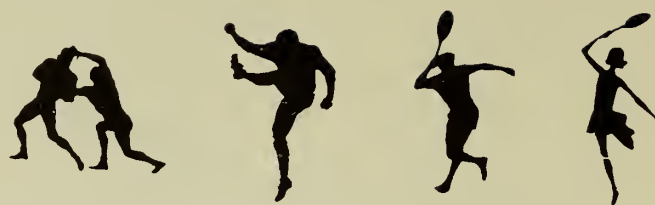
Some games, as tennis, require a great deal of free space around the court while others, as croquet or roque, require very little space beyond the borders of the playing area. The space to be allowed around the boundaries of the playing area is specified in the official rules for relatively few of the games listed. The "use dimensions" in the table represent the over all area that should be set aside on a recreation area for the activity. The "use dimensions" do not provide space for the seating of spectators. The table also gives the number of players that normally participate in each game. It should be kept in mind that when several of the games listed are played informally, variations are often made not only in the size of the court but also in the number of players.

Name	Dimensions of Game Areas (in feet)	Use Dimensions (in feet)	Space Required (sq. ft.)	Number of Players
Archery	90-300 length Targets 15' Apart	50x175 min. 50x400 max.	8,750 20,000	2 or more
Badminton	17x44 singles 20x44 dbls.	25x60 30x60	1,500 1,800	2 4
Baseball	90' diamond	350x350 average with hooded backstop 400x400 without	122,500	18
Basketball (men)	42x74 min. 50x94 max.	60x100 average	6,000	10
Basketball (women)	45x90	55x100	5,500	12

Name	Dimensions of Games Areas (in feet)	Use Dimensions (in feet)	Space Required (sq. ft.)	Number of Players
Checkers (giant)	12' sq. min	20x20 or more	400	2
Croquet	30x60	40x75	3,000	2-8
Deck Tennis	12x40 singles 18x40 dbls	20x50 26x50	1,000 1,300	2 4
Football	160x360	190x420	79,800	22
Hand Tennis	16x40	25x60	1,500	2 or 4
Horseshoes (men)	Stakes 40' apart	12x52 or more	624	2 or 4
Horseshoes (women)	Stakes 30' apart	12x42 or more	504	2 or 4
Paddle Tennis	16x44 singles 20x44 dbls	30x70 35x70	2,100 2,450	2 4
Shuffleboard	6x52	10x60	600	2 or 4
Six-Man Football	120x300	180x360	64,000	22
Soccer (men)	165x300 225x360	225x360 aver.	81,000	22
Soccer (women)	120x240 min. 180x300 max.	200x320 aver.	64,000	22
Softball (women)	55' diamond	250x250 min.	62,500	18
Speedball (men)	160x360	200x420	84,000	22
Speedball (women)	180x300	220x350	77,000	22
Table Tennis	5x9	12x50	240	2 or 4
Tennis	27x78 singles 36x78	50x120 60x120	6,000 7,200	2
Tether Tennis	Circle 6' in diameter	20x20	400	2
Touch Football	160x360	190x420	79,800	18-22
Volley Ball	30x60	45x80	3,600	12-16

## SOURCES OF OFFICIAL RULES

Many sporting goods stores carry official rule books on a wide variety of sports. If you are unable to obtain the desired rule books from local authorities, they may be obtained by writing to the following sources:



<u>ACTIVITY</u>	<u>SOURCE OF RULES</u>	<u>COST</u>
Aerial Tennis	Sells Aerial Tennis Company Box 42, Kansas City, Kansas 66103	(free)
Archery (Field)	National Field Archery Association Route 2, Box 514, Redlands, Calif. 92373	\$2.00
Badminton	Dayton Racquet Company 302 S. Albright St Arcanum, Ohio 43504	(free)
Baseball (American Legion)	American Legion Box 1055, Indianapolis, Ind. 46206	\$ .25 or 5 for \$1.00
Baseball, Babe Ruth League	Babe Ruth League, Inc. 524½ Hamilton Ave., Trenton, N.J. 08609	(free)
Baseball, Little League	Little League Baseball, Incorporated Box 925, Williamsport, Pa. 17704	\$.15
Baseball, Little League (Umpire's Handbook)	Little League Baseball, Incorporated Box 925, Williamsport, Pa. 17704	\$.25
Baseball, (Bronco-Pony-Colt)	Boys Baseball, Incorporated Box 225, Washington, Pa. 15301	(free)
Baseball Umpire's Handbook (Does not include actual rules)	American Amateur Baseball Congress Box 44, Battle Creek, Mich. 49016	\$1.00
Baseball, (Tournament Manual)	American Amateur Baseball Congress P. O. Box 44, Battle Creek, Mich. 49016	\$1.00
Basketball (Biddy)	Jay Archer 701 Brooks Bldg., Scranton, Pa. 18501	\$.10
Bicycling	Bicycle Institute of America 122 E. 42nd St., N.Y. 10017	(free)

<u>ACTIVITY</u>	<u>SOURCE OF RULES</u>	<u>COST</u>
Billiards (Rules & Records)	Billiard Congress of America 20 N. Wacker Dr., Chicago, Ill. 60606	\$1.25
Corkball	Rawlings Sporting Goods Company 2300 Delmar Blvd., St. Louis, Mo. 63166	(free)
Deck Tennis	General Sportcraft Company 33 New Bridge Rd., Bergenfield, N.J. Zip Code 07621	\$ .25
Field Hockey	General Sportcraft Company, Ltd. 33 New Bridge Rd., Bergenfield, N.J. Zip Code 07621	\$ .25
Floor Tennis	U. S. Floor Tennis Association 1580 Sherman Avenue, Evanston, Ill. Zip Code 60201	(free)
Football (Junior League)	Pop Warner Football 3664 Richmond St., Philadelphia, Pa. Zip Code 19134	\$ .25
Golf	U. S. Golf Association 40 E. 38th St., New York, N.Y. 10016	\$ .25
Handball	U. S. Handball Association 4101 Dempster St., Skokie, Ill. 60076	\$1.00
Horseshoes	General Sportcraft Company, Ltd. 33 New Bridge Rd., Bergenfield, N.J. Zip Code 07621	\$ .25
Marble Shooting	National Marbles Tournament Cleveland Press Bldg., Cleveland, Oh. Zip Code 44114	(free)
Paddleball	Rodney J. Grambeau, Sports Building University of Michigan, Ann Arbor, Mich. 48103	(free)
Shuffleboard (Table)	American Shuffleboard Leagues, Inc. 533 Third St., Union City, N.J. 07087	(free)
Skating (Roller)	U. S. Amateur Roller Skating Assn. 120 W. 42nd St., New York, N.Y. 10036	\$1.50
Softball (12"-fast and slow pitch)	Amateur Softball Assn., Suite 1300, Skirvin Tower, Oklahoma City, Okla.	\$ .75

<u>ACTIVITY</u>	<u>SOURCE OF RULES</u>	<u>COST</u>
Softball (16")	Edward Weinstein, Chrmn. Rules Comm. Umpires Protective Assn. of Chicago, Apt. 710, 3550 Lake Shore Drive, Chicago, Ill.	\$ .60
Table Tennis	General Sportcraft Co., Ltd. 33 New Bridge Rd., Bergenfield, N.J. Zip Code 07621	\$ .25
Tennis (Rules Only)	U. S. Lawn Tennis Association 51 E. 42nd St., New York, N.Y. 10017	\$ .25
Tennis	Dayton Racquet Company 302 S. Albright Street Arcanum, Ohio 45304	(free)
Tether Ball (Inflated Ball)	W. J. Voit Rubber Corporation 3801 S. Harbor Blvd. Santa Ana, Calif. 92704	(free)
Touch Football	The Athletic Institute 805 Merchandise Mart, Chicago, Ill. 60654	\$ .75

A P P E N D I X

SAMPLE BY-LAWS FOR A CITY OR COUNTY RECREATION COMMISSION

ARTICLE I

Section 1: The name of this organization is "The Recreation Commission of the County of \_\_\_\_\_," and is an organization and agency of the County of \_\_\_\_\_.

ARTICLE II

PURPOSES

Section 1: To provide, establish, maintain and conduct a County-wide public recreation program and to disseminate information concerning development and progress of the recreation movement.

ARTICLE III

BOARD MEMBERSHIP

Section 1: The Recreation Commission shall consist of a Board of not less than five (5) and not more than nine (9) Commissioners, each of whom shall be residents of the County of \_\_\_\_\_, and who shall serve without pay; the terms successors are appointed and qualified, except that the members of such Board first appointed shall be appointed for such terms that the term of one member shall expire annually thereafter; the commissioners shall be appointed by the County Commission of the County of \_\_\_\_\_. In addition to the appointed members of the Recreation Commission, the Chairman of the County Commission shall serve as an ex-officio member.

ARTICLE IV

DUTIES AND POWERS

Section 1: The Recreation Commission is empowered to provide, establish, maintain and conduct playgrounds, athletic fields, recreation centers and other recreation activities and facilities, to maintain and equip playgrounds, athletic fields, recreation centers, buildings and facilities, to employ play leaders, playground directors, supervisors, recreation superintendents or such other officers and employees as it deems necessary and proper. The Recreation Commission shall also have the power to adopt bylaws and rules and regulations for the proper conduct of public recreation for the County of \_\_\_\_\_, Said Board shall have the power to conduct any form of recreation or cultural activity that

will employ the leisure time of the people of the County in a constructive and wholesome manner, and for such purposes are empowered to carry on such facilities with activities on any of the properties owned or controlled by the County, with consent of the County Commission of said County or on any other properties with the consent of the owners thereof.

## ARTICLE V

### BUDGETS AND REPORTS

Section 1: The Recreation Commission shall submit to the County Commission of the County of \_\_\_\_\_ a budget for its approval. Upon approval of said budget, the Recreation Commission shall be responsible for the administration of the provisions of the same. The Recreation Commission may receive fees and revenues from the operation of recreation facilities and programs, and may also solicit or receive gifts or bequests of money, personal or real property, or donations which it may apply, either principal or income, for temporary or permanent uses for playgrounds or other recreation purposes.

Section 2: The Recreation Commission shall make full and complete annual report to the County Commission of the County of \_\_\_\_\_, and make other reports as may be required by the County Commission from time to time.

## ARTICLE VI

### OFFICERS

Section 1: The officers of the Recreation Commission shall be a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

Section 2: The officers shall be elected annually, and shall serve for the term of one year, or until their successors are elected and qualified. Any or all officers thus elected may serve for consecutive years, if re-elected.

Section 3: The Chairman shall preside at meetings of the Recreation Commission, and he shall appoint committees, and perform all other duties generally pertaining to the office of Chairman.

Section 4: The Vice-Chairman shall perform these duties in the absence of the Chairman.

Section 5: The Secretary-Treasurer shall keep a record of minutes of the meetings of the Recreation Commission, have custody of its books and records, which shall be housed at the office of the Superintendent, give notices to members of meetings, and shall attend to such other duties as may be assigned to him by the Recreation Commission.

Section 6: The Treasurer of the Recreation Commission shall receive all monies for the Board and deposit them in such depositories as the Recreation Commission may direct. He shall pay all charges and bills approved by the Rec-

recreation Commission for payment, and shall render to the Recreation Commission a statement at such intervals as the Recreation Commission may direct, itemizing the expenses and income for the period reported.

## ARTICLE VII

### MEETINGS AND ATTENDANCE

Section 1: Regular meetings of the Recreation Commission shall be held at a designated place. Special meetings of the Recreation Commission may be held at any time at the call of the Chairman of the Recreation Commission, or at the call of the Director of Recreation, or by a majority of the members of the Recreation Commission.

Section 2: Two-thirds ( $2/3$ ) of the members of the Recreation Commission shall constitute a quorum for the transaction of all official business.

Section 3: The absence of three (3) consecutive meetings of any member of the Recreation Commission, without due and acceptable excuse shall constitute a vacancy on the Recreation Commission.

# SAMPLE CONSTITUTION FOR A COMMUNITY

## RECREATION ASSOCIATION

### ARTICLE 1 - NAME

The name of this organization shall be The \_\_\_\_\_ Recreation Association.

### ARTICLE 2 - PURPOSE

The purposes of this organization shall be to promote and coordinate the recreational activities of the \_\_\_\_\_ Community.

### ARTICLE 3 - MEMBERSHIP AND DUES

All families or individuals living or working in the \_\_\_\_\_ Community who are interested in the purposes for which this organization was formed may become members upon payment of annual dues in the amount established each year by the Board of Directors. The membership year shall be from April 1st to March 31st.

### ARTICLE 4 - OFFICERS

The officers of this organization shall be the President, Vice President, Secretary, and Treasurer. These officers shall be elected at the first general meeting of each calendar year and shall serve until their successors are elected.

The President shall appoint, at least two weeks prior to the first general meeting, a nomination committee of not less than three members. This committee shall present a slate of officers at this meeting. Additional nominations may be made from the floor. Election shall be by majority vote of members present.

### ARTICLE 5 - DIRECTORS

There shall be nine Directors. Three Directors shall be elected at the first general meeting of each calendar year, to serve for a period of three years.

The nomination committee appointed by the President shall nominate the three directors to be elected and present them at the same time the officer slate is presented. Additional nominations may be made from the floor. Election shall be by majority vote of the members present.

The terms of the directors elected at the first organization meeting shall be determined by lot.

CONSTITUTION - (Recreation Association Continued)

ARTICLE 6 - BOARD OF DIRECTORS

The officers and directors shall constitute the Board of Directors. Vacancies of officers and directorates shall be filled by the Board of Directors. The Board of Directors shall be empowered to take such action as is deemed necessary by them to keep the purposes of the Association functioning within the bounds of this Constitution and its amendments.

ARTICLE 7 - MEETINGS

There shall be a meeting of members by the first of March of each calendar year, and such other meetings of the members as determined by the Board of Directors.

ARTICLE 8 - AMENDMENTS

Amendments to this constitution may be made by two-thirds vote of members present at a general meeting of members, provided a public notice of the amendment is given at least two weeks prior to the meeting.

SAMPLE BUDGET OUTLINE

NOTE: The sample budget outline should only be considered as a basis working outline. Each department, organization or city should alter or amend the outline to adjust to the local situation.

1000 - PERSONAL SERVICES

1100 Director of Program.....\$  
1200 Athletic Supervisor.....  
1300 Playground Leaders.....  
1400 Day Camp Supervisor.....  
1500 Aquatics Supervisor.....  
1600 Special Staff.....  
1700 Maintenance Staff.....

2000 - PROGRAM

2100 Athletic Supplies & Equipment.....  
2200 Arts and Crafts Supplies and Equipment.....  
2300 Cultural Program Supplies and Equipment.....  
2400 Day Camping Supplies and Equipment.....  
2500 Playground Supplies and Equipment.....  
2600 Special Event Supplies and Equipment.....  
2700 Swimming Pool Supplies and Equipment.....

3000 - ADMINISTRATIVE

3100 Transportation.....  
3200 Insurance.....  
3300 Communications - (Postage, telephone).....  
3400 Printers.....  
3500 General Office Supplies.....  
3600 Miscellaneous.....  
3700 Rentals.....

4000 - BUILDINGS AND GROUND MAINTENANCE

4100 Building Maintenance and Repair.....  
4200 Maintenance of Parks and Areas.....  
4300 Other:...

5000 - CAPITAL EQUIPMENT PURCHASES

5100 Playground Equipment.....  
5200 Transportation Equipment.....  
5300 Others:...

6000 - SPECIAL PROJECTS

6100 Christmas Toy Projects.....  
6200 Six Flags Tour.....  
6300 Jekyll Island Tour.....

7000 - MISCELLANEOUS

7100 Items not included in other catagories of budget -  
Proposed budget for 19\_\_\_\_ \$\_\_\_\_\_  
WORK CHART: \_ \_ \_ \_ Source of Incomes \$\_\_\_\_\_

NAME AND ADDRESS OF AGENCY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECENT  
PHOTO  
REQUIRED

POSITION APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_ Height \_\_\_\_\_

Weight \_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Number \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Date that you can begin work \_\_\_\_\_

\_\_\_\_\_  
(Title of the position for which you are applying)

Educational Background

Name of School

Degree and Year

High School \_\_\_\_\_

College \_\_\_\_\_

Post Graduate \_\_\_\_\_

Major Subject in  
College \_\_\_\_\_

Have you any major or minor physical defects, or have you ever been  
affected by any ailment which may impair your working efficiency?

\_\_\_\_\_ If so, describe fully \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
What are your specialties? \_\_\_\_\_

References:

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

ACCIDENT REPORT

NOTE: This report must be sent to the office within 24 hours  
after the accident.

Name of Injured Person \_\_\_\_\_

Address \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Tel. \_\_\_\_\_

Date of Accident \_\_\_\_\_ Hour \_\_\_\_\_

State in detail how accident occurred \_\_\_\_\_

Give Name and address of Physician or Hospital used \_\_\_\_\_

What was done with injured person and by whose orders? \_\_\_\_\_

Did a Director witness accident \_\_\_\_\_ If not, where were  
directors when accident occurred? \_\_\_\_\_

Give Name and address of three witnesses of accident:

	<u>Name</u>	<u>Address</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

Give your opinion as to cause of accident, whether carelessness of  
injured, carelessness of another, or violating safety rules, etc.

Was the injured a spectator or player? \_\_\_\_\_

SIGNED \_\_\_\_\_ TITLE \_\_\_\_\_

FACILITY \_\_\_\_\_

REPORT OF PROPERTY DAMAGE

Report of damage from \_\_\_\_\_ Date \_\_\_\_\_

Type of damage \_\_\_\_\_

Police Notified? \_\_\_\_\_ Badge# \_\_\_\_\_ Can Damage be repaired? \_\_\_\_\_

Must material be replaced? \_\_\_\_\_ Was damage accidental? \_\_\_\_\_ Avoidable? \_\_\_\_\_

Vandalism? \_\_\_\_\_

Name and address of person or persons causing damage:

Name

Address

Phone

Name of group using grounds or building at time of damage? \_\_\_\_\_  
(Phone) \_\_\_\_\_

(Group Name)

(Address)

Individual in charge of group \_\_\_\_\_  
(Name) \_\_\_\_\_ (Phone) \_\_\_\_\_

Did individual or group causing damage make an explanation? Yes No

If so, what was the explanation? \_\_\_\_\_

Names & Addresses of available witnesses:

(Name)

(Address)

(Phone)

Final disposition of the case \_\_\_\_\_

\_\_\_\_\_  
Signature of person making report

\_\_\_\_\_  
Address and Phone

NEWS RELEASE FORM

(This form is to be turned in at the weekly Playground staff meeting each Wednesday.)

1. Release Date \_\_\_\_\_

2. Indicate Media: \_\_\_\_\_

/\_\_\_\_\_/ Radio Stations (1) \_\_\_\_\_ (2) \_\_\_\_\_

/\_\_\_\_\_/ T.V. Stations (1) \_\_\_\_\_ (2) \_\_\_\_\_

/\_\_\_\_\_/ Newspapers (1) \_\_\_\_\_ (2) \_\_\_\_\_

WHAT: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHERE: \_\_\_\_\_

TIME: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

FACILITY \_\_\_\_\_

WEEK OF

# DIRECTOR

## ACTIVITY

# ACTIVITIES - CHECK LIST

Check ONCE those activities you have taken part in regularly, TWICE those in which you have actually organized and directed others, and THREE times those which you consider your specialties and in which you are particularly well qualified.

## AQUATICS

\_\_\_\_\_ Boating  
 \_\_\_\_\_ Life Saving  
 \_\_\_\_\_ Swimming

## CHILDREN'S ACTIVITIES

\_\_\_\_\_ Circle Games  
 \_\_\_\_\_ Recreation Games  
 \_\_\_\_\_ Relay Games  
 \_\_\_\_\_ Singing Games  
 \_\_\_\_\_ Tag Games

## MUSIC

\_\_\_\_\_ Band  
 \_\_\_\_\_ Chorus  
 \_\_\_\_\_ Community Sing  
 \_\_\_\_\_ Orchestra

## ATHLETICS & SPORTS

\_\_\_\_\_ Archery  
 \_\_\_\_\_ Badminton  
 \_\_\_\_\_ Baseball  
 \_\_\_\_\_ Basketball  
 \_\_\_\_\_ Bowling  
 \_\_\_\_\_ Football  
 \_\_\_\_\_ Golf  
 \_\_\_\_\_ Handball  
 \_\_\_\_\_ Hockey  
 \_\_\_\_\_ Horseshoes  
 \_\_\_\_\_ Pool  
 \_\_\_\_\_ Riflery  
 \_\_\_\_\_ Soccer  
 \_\_\_\_\_ Softball  
 \_\_\_\_\_ Tennis  
 \_\_\_\_\_ Track  
 \_\_\_\_\_ Volleyball

## DANCING

\_\_\_\_\_ Clog  
 \_\_\_\_\_ Folk  
 \_\_\_\_\_ Social  
 \_\_\_\_\_ Square  
 \_\_\_\_\_ Tap

## OUTDOOR ACTIVITIES

\_\_\_\_\_ Camping  
 \_\_\_\_\_ Fishing  
 \_\_\_\_\_ Hiking  
 \_\_\_\_\_ Nature Study  
 \_\_\_\_\_ Picnics

## DRAMATIC ACTIVITIES

\_\_\_\_\_ Dramatics  
 \_\_\_\_\_ Pageantry  
 \_\_\_\_\_ Storytelling

## TECHNICAL

\_\_\_\_\_ Bookkeeping  
 \_\_\_\_\_ Filing  
 \_\_\_\_\_ Shorthand  
 \_\_\_\_\_ Typing  
 \_\_\_\_\_ Debating  
 \_\_\_\_\_ Journalism

## GYMNASTICS

\_\_\_\_\_ Apparatus  
 \_\_\_\_\_ Calisthenics  
 \_\_\_\_\_ Pyramids  
 \_\_\_\_\_ Tumbling

## MANUAL ARTS

\_\_\_\_\_ Crepe Paper Work  
 \_\_\_\_\_ Model Building  
 \_\_\_\_\_ Painting  
 \_\_\_\_\_ Paper & Cardboard Work  
 \_\_\_\_\_ Sketching  
 \_\_\_\_\_ Wood Work

## CHARACTER BUILDING GROUPS

\_\_\_\_\_ Camp Fire Girls  
 \_\_\_\_\_ Church Societies  
 \_\_\_\_\_ Y.M. or Y.W.C.A.  
 \_\_\_\_\_ Scouts

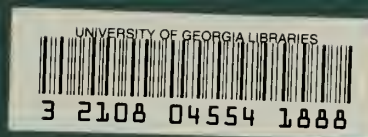
Comments:

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

# INVENTORY OF POTENTIAL RECREATION AREAS

OWNER	PERSON TO CONTACT	FACILITY	AREA OF THE COMMUNITY OR ADDRESS	COST OF USE	REMARKS (Repairs needed, special stipulations for use, etc.)
<u>Example:</u> First Baptist Church	Rev. Smith	Wooded area (10 acres) with picnic shelter. (for day camp)	Northwest (Hill & Maple Sts.)	none - other than main-tenance	Can use church rest-rooms, Will need brush cleared out.



## RECREATION PLANNING ASSISTANCE

The Georgia Recreation Commission acknowledges the fact that it has been impossible to include every factor in this publication that should be known about a summer recreation program. This publication has attempted to present only the basic factors in a short and concise manner.

Should your community need additional assistance, it may be secured without charge upon request to:

THE GEORGIA RECREATION COMMISSION  
ROOM 703  
WASHINGTON-TRINITY BUILDING  
270 WASHINGTON STREET, S.W.  
ATLANTA, GEORGIA 30334

